



FTB NOTICE

California Franchise Tax Board - Legal Branch

P.O. Box 1720
Rancho Cordova, CA 95741-1720
Telephone: (916) 845-3124
FAX: (916) 845-3648

Kathleen Connell
Chair

Ernest J. Dronenburg, Jr.
Member

Craig L. Brown
Member

April 1, 1997

FTB NOTICE 97-3

SUBJECT: SETTLEMENT BUREAU CORRESPONDENCE

Effective immediately, taxpayers seeking information or initiating settlement of their disputes should call or write to:

Çaglar Çaglayan (*pronounced Cha-lar Cha-la-yan*)
Supervising Tax Counsel
Franchise Tax Board
Settlement Bureau
P.O. Box 3070
Rancho Cordova, CA 95741-3070
Telephone (916) 845-4334
FAX (916) 845-4747
Message Line (916) 845-5034

Ms. Çaglayan is the manager of the Settlement Bureau and is available to answer questions you may have regarding the settlement program.

The settlement request should include:

Taxpayer's name and current address
Representative's name and current address
Social security number or corporation number
Tax year(s) involved
Tax amount involved
Present status of dispute (protest, appeal or claim)

The Settlement Bureau will contact the taxpayer or the representative after reviewing the file.

DRAFTING INFORMATION

The principal author of this notice is Janet Ballou of the Franchise Tax Board Settlement Bureau. For information regarding this notice, contact Ms. Ballou at the Franchise Tax Board Settlement Bureau, P.O. Box 3070, Rancho Cordova, CA 95741-3070, (916) 845-3005.